Mont**CAS**

(Montana Comprehensive Assessment System)

English Language
Proficiency Assessment

2008-2009

Test Coordinator's Guide

How to use this guide. This guide is designed to be used by Test Coordinators—at both the school and system levels—for the 2008-2009 MontCAS English Language Proficiency Assessment. Test Coordinators should read through this manual to become familiar with its contents, then use it as a reference tool throughout the assessment process.

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What's New in 2008

The MontCAS ELP was first administered in the fall of 2006, so many teachers and test coordinators are already familiar with the assessment. You should be aware, however, of certain changes that have been implemented for 2008. Most of these changes are in response to examiner and test coordinator feedback.

- **Alternate Forms.** The 2008-2009 MontCAS ELP is an alternate set of forms, with some items the same as in 2007 and some different.

- **Different Listening Tests.** Students taking Level 1 and Level 2 forms cannot be tested together on the Listening Test this year. These tests are no longer identical within a grade span. All students must take the same form for all four subtests (Reading, Writing, Listening, and Speaking). For example, if a student took the D2 Reading and Writing tests, he or she must also take the D2 Listening and Speaking tests.

- **Separate Listening CDs.** Because the Listening Tests are not the same, there will be two separate Listening CDs for each grade span, one for the Level 1 test and one for the Level 2 test. For example, for grade span 3-5, there will be a C1 Listening CD and a C2 Listening CD.

- **Different Speaking Tests.** Like the Listening Tests, the Speaking Tests will no longer be identical on Level 1 and Level 2 forms within a grade span. Examiners should make sure they are administering the appropriate test, using the correct script in the Examiner Manual. For grade span 1-2, there is a single Speaking Prompt Booklet divided into two sections (B1 and B2).

- **Student Barcode Labels.** Student ID labels will be provided for all students who have been registered during the AIM Beginning of Year Collection. Because the ID labels will not be available before the testing window, the Examiner must print the student's last name, first name, and middle initial on the student's answer document. The School Test Coordinator is then responsible for matching up and affixing the appropriate student barcode labels to the student answer documents or scannable test booklets after the testing materials are returned to him or her by examiners. Additionally note that student barcode labels show 3 new fields: Date of Birth, Home Language, and Language of Impact.

Assessment Overview

What: The annual MontCAS English Language Proficiency (ELP) Assessment

The MontCAS ELP measures proficiency in listening, speaking, reading, writing, and comprehension. (The comprehension score is a composite score based on the Listening and Reading sections.)

When: The testing window is October 20 through November 21, 2008.

Who: All students who have been identified as "limited English proficient" (LEP) will take the MontCAS ELP.

Montana observes the federal definition of limited English proficiency. Both language impact and academic achievement must be considered when identifying LEP students. A student must be identified as one of the following:

1. an individual who was not born in the U.S. or whose native language is a language other than English;

2. an individual who comes from an environment where a language other than English is dominant;

3. an individual who is American Indian or Alaskan Native and who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency.

The student must also have sufficient difficulty speaking, reading, writing, or understanding the English language to deny such an individual the opportunity to learn successfully in classrooms where the language of instruction is English, or to participate fully in our society.

Why: Annual statewide assessment is federally mandated by the No Child Left Behind Act of 2001.

Calendar

Key Dates

September 15 - October 24, 2008	Enter enrollment and program participation data for LEP students in AIM System during AIM Beginning of Year Collection.
August 4 - August 22, 2008	Submit special orders for the Beginner Level form(s).
August 22, 2008	Deadline for ordering Braille or Large Print test forms
September 4, 2008	Training materials shipped to Systems
October 6, 2008	Test materials shipped to System Test Coordinators
November 10, 2008	Student barcode labels shipped to System Test Coordinators
October 20 - November 21, 2008	Assessment window
November 26, 2008	Deadline for schools to return all test materials to the System Test Coordinators
December 5, 2008	Deadline for all materials to be shipped to Questar (all materials must be received by December 12, 2008)
February 2009	Score reports mailed to districts

Contact Information

As a test coordinator representing your system, you may require more assistance. It is readily available through the contacts listed below.

Contacts

About OPI assessment policy and who should be tested	Lynn Hinch, OPI Phone: (406) 444-3482 Email: lhinch@mt.gov
About OPI assessment policy and to request additional test materials (System Test Coordinator only)	Karen Richem, Assessment Specialist Phone: (406) 444-0748 Email: krichem@mt.gov
For questions about accommodations	Judy Snow, State Assessment Director Phone: (406) 444-3656 Email: jsnow@mt.gov
For questions relating to test administration	Email the MontCAS ELP Coordinator at montcas-elp@Questarai.com or call toll free 800-931-6309
For questions about packing & shipping test materials & answer documents to Questar Scoring Services	Email the MontCAS ELP Coordinator at montcas-elp@Questarai.com or call toll free 800-931-6309
After testing, return answer documents and all other test materials via UPS to:	Questar Scoring Services 14720 Energy Way Apple Valley, MN 55124 (UPS Return Labels are provided with your shipment.)

Overview of Test Materials

Test Levels. The MontCAS ELP has forms for 5 grade spans. Students must be tested with forms that correspond to their grade in school. No off-level testing is permitted.

2008-2009 MontCAS Materials by Grade Span

Grade Span	Materials per Student	Materials per Examiner**
K	Form A Test Booklet Form A Answer Sheet	Form A Examiner Manual Form A Listening CD
1-2	Form B1* or B2 Test Booklet	Form B Examiner Manual Form B1 and B2 Listening CDs Form B Speaking Prompt Booklet
3-5	Form C1* or C2 Test Booklet Form C1 or C2 Answer Document	Form C Examiner Manual Form C1 and C2 Listening CDs
6-8	Form D1* or D2 Test Booklet Form D1 or D2 Answer Document	Form D Examiner Manual Form D1 and D2 Listening CDs
9-12	Form E1* or E2 Test Booklet Form E1 or E2 Answer Document	Form E Examiner Manual Form E1 and E2 Listening CDs

*B1, C1, D1, and E1 are for LEP students with beginner or novice skills in English only. See further explanation below.

Demonstration Materials. For all grade spans except Kindergarten, teachers will need an extra copy of each of the student materials for demonstration purposes.

Level 1 and Level 2 Forms. For all grade spans except Kindergarten, there are two test booklets of differing difficulty. Most students will take Form 2 (that is, B2, C2, D2, and E2). Form 1 is only to be used by LEP students with beginning or novice skills in English. So, it would be appropriate for immigrant students in their first year in a U.S. school (LEP1), and other LEP students who are not reading simple stories and writing simple sentences.

Overview of Administration Times

Time Needed for Testing. Administration time varies with test level and is summarized in the chart below. Note that the entire Kindergarten Test is individually administered, as is the Speaking Test at all levels. Where it is feasible to combine two parts of the test, we have noted the estimated length of a combined session. One should remember that the MontCAS ELP is an untimed test and some students may need more time.

These estimated times do not include the time needed to organize the groups, hand out test materials, or retrieve test materials, since that time varies with the size of the group. Note that, except at the Kindergarten Level, Groups 1 and 2 (LEP1 Beginner and all other students) take different Reading, Writing, and Listening tests and must be tested in separate sessions.

Estimated Test Administration Times

Section	Group or Individually Administered	Estimated Time	Estimated Time for a Combined Session
Kindergarten			
Listening (A)	Individual	25 mins.	
Speaking (A)	Individual	15 mins.	S/R together 30 mins.
Reading (A)	Individual	15 mins.	
Grades 1-2			
Reading (B1)	Group of 5-7	15 mins.	R/W (B1) together 30 mins.
Writing (B1)	Group of 5-7	15 mins.	
Listening (B1)	Group of 5-7	25 mins.	
Reading (B2)	Group of 5-7	20 mins.	R/W (B2) together 40 mins.
Writing (B2)	Group of 5-7	20 mins.	
Listening (B2)	Group of 5-7	30 mins.	
Speaking (B1 or B2)	Individual	15 mins.	

Overview of Administration Times

Estimated Test Administration Times *(continued)*

Section	Group or Individually Administered	Estimated Time	Estimated Time for a Combined Session
Grades 3-5			
Reading (C1)	Group	15 mins.	R/W (C1) together 30 mins.
Writing (C1)	Group	15 mins.	
Reading (C2)	Group	20 mins.	
Writing (C2)	Group	30 mins.	
Listening (C1 or C2)	Group	30 mins.	
Speaking (C1 or C2)	Individual	15 mins.	
Grades 6-8			
Reading (D1)	Group	15 mins.	R/W (D1) together 35 mins.
Writing (D1)	Group	20 mins.	
Reading (D2)	Group	30 mins.	
Writing (D2)	Group	30 mins.	
Listening (D1 or D2)	Group	30 mins.	
Speaking (D1 or D2)	Individual	15 mins.	
Grades 9-12			
Reading (E1)	Group	20 mins.	R/W (E1) together 40 mins.
Writing (E1)	Group	20 mins.	
Reading (E2)	Group	30 mins.	
Writing (E2)	Group	30 mins.	
Listening (E1 or E2)	Group	30 mins.	
Speaking (E1 or E2)	Individual	15 mins.	

System Test Coordinator's Checklist

BEFORE TESTING:

❑ **Submit student pre-ID information.**

Barcode labels will be provided for those students who have been identified in the AIM System during AIM Beginning of Year Collection, September 15 - October 24. Contact your AIM specialist to coordinate data entry.

❑ **Request Form 1 (Beginner Level) materials if needed.**

Collect counts by grade and school of any LEP students with beginning or novice skills in English (see description on page 8). Fill out and fax the 2008-2009 Beginner Level Test Registration Form to Questar Assessment, Inc. by August 22, 2008.

❑ **Watch the Training Presentation.**

Training materials will be shipped to all Systems with a known LEP population around September 4. In addition, a Training Presentation will be available online. Please contact the MontCAS ELP Coordinator for posting details (see contact information page).

❑ **Receive and distribute materials to schools.**

You will receive MontCAS ELP test materials packaged by school. These materials will be shipped to you around October 6. Please keep the box as you will need it for returning materials to Questar Assessment, Inc. Distribute packages to schools. You may also receive some overage of materials, which you may distribute to any school that needs additional materials. Note: Student barcode labels will be shipped separately on November 10.

❑ **Request materials for new students, if necessary.**

If the overage provided is not sufficient to test all LEP students in the System, contact Karen Richem (see Contact Information page).

❑ **Communicate the importance of maintaining test security.**

Make sure all School Coordinators understand the need to keep these test materials secure before, between, and after testing sessions. They should be aware that there are actual test questions in the Examiner Manual, so this too must be kept in a secure location.

❑ **Inform School Coordinators that the testing window is October 20 - November 21, 2008.**

Let the School Coordinator know that the completed answer documents, along with all used and unused test materials, must be returned to you by November 26.

AFTER TESTING:

❑ **Receive a stack of Scoring Services envelopes plus all used and unused test materials from each School Coordinator.**

Make sure a completed School ID Sheet and any Voided Barcode Label Form(s) are on top of the stack of Scoring Services envelopes from each school.

❑ **Fill out the System ID Sheet.**

This summarizes the number of answer documents being returned by each participating school in the system. Put the System ID Sheet on top of the contents of Box #1 (if more than 1 box is used) when packing. Note that all test materials are security coded and will be scanned upon receipt. All test materials must be accounted for.

❑ **Pack and ship answer documents plus all used and unused test materials to Questar Scoring Services by December 5, 2008.**

See the directions on page 18 for the packing and shipping instructions.

School Test Coordinator's Checklist

BEFORE TESTING:

❏ **Identify Beginner ELLs.**

Submit to the System Test Coordinator counts by grade span of all students who will need to take the Beginner Level Form (Form 1) instead of the Intermediate Level (Form 2). The System Test Coordinator must special order test materials for these students by August 22.

❏ **Schedule testing sessions.**

The testing window is October 20 to November 21. Estimated test administration times are provided on pages 9-10. Add additional time for the examiner to distribute and collect test materials (amount of time will depend on size of the group being tested). Bear in mind that this is an untimed test and some students may need additional time.

❏ **Organize training for examiners.** (See page 16.)

❏ **Receive the assessment materials and check quantities.**

You will receive MontCAS ELP test materials from your System Test Coordinator about 1 week before the testing window. Verify materials received against the packing slip. Use the Distribution Tables (pages 14-15) to make sure you have the appropriate materials in sufficient quantities for testing all identified LEP students in your school. If you need additional materials, contact your System Test Coordinator immediately.

❏ **Distribute materials to examiners.**

Distribute test materials, Examiner Manuals, Scoring Services envelopes, and Examiner ID Sheets to all examiners. Give examiners a list of all students to be tested, with the students taking the LEP1 Beginner Form (Form 1) indicated.

❏ **Implement procedures to maintain test security.**

Make sure all examiners understand the need to keep these test materials secure before, between, and after testing sessions. They should be aware that there are test questions in the Examiner Manual, so manuals also must be kept in a secure location. They should be aware that all test materials are security coded and must be accounted for at the end of the testing window.

❏ **Follow Test Accommodations Guidelines.**

Identify any LEP students with special needs and follow the Accommodations Guidelines on page 19.

DURING TESTING:

❏ **Be available to answer questions.**

Any questions you cannot answer may be submitted to the MontCAS ELP Coordinator at montcas-elp@QuestarAI.com, or call the Help Desk at 1-800-931-6309.

❏ **Arrange makeup testing for students who missed all or part of the test.**

All LEP students are required to take all four sections of the assessment. Any section not taken will receive a score of zero.

School Test Coordinator's Checklist *(continued)*

AFTER TESTING:

❏ **Collect completed answer documents in Scoring Services envelopes from examiners.**

Check Scoring Services envelopes for completeness. Make sure that a green Examiner ID Sheet has been filled out and accompanies each set of answer documents in the Scoring Services envelopes. It should show through the window of the tan Scoring Services envelopes. (Note that the white Scoring Services envelopes for the Form B scannable booklets do not have a window.)

❏ **Check and affix student barcode labels to answer documents or scannable test booklets.**

For students who do not have a barcode label, print and bubble all demographic information (see page 17).

❏ **Affix unused student barcode labels to 2008-2009 Voided Barcode Label Form.**

Check the appropriate box for why the barcode label was voided. If other, then write a brief description on the line provided (see page 17).

❏ **Fill out the yellow School ID Sheet.**

This summarizes the number of answer documents being returned. Follow the directions on the sheet.

❏ **Return all materials to the System Test Coordinator by November 26.**

Give the stacked Scoring Services envelopes along with all test materials, used and unused, to the System Test Coordinator. Note that all test materials are security coded and will be scanned upon receipt at Questar Assessment, Inc. All test materials must be accounted for.

Distribution Tables for MontCAS ELP Test Materials

To the School Test Coordinator: Use these Distribution Tables to determine, as soon as possible after receipt of your materials, whether you have sufficient forms for testing all of your LEP students. If not, inform your System Test Coordinator immediately.

Grade K		
Grade	**# of students**	**Materials to be distributed**
K		____ Form A Test Form (1 per student) ____ Form A Answer Sheet (1 per student) ____ Form A Examiner Manual (1 per examiner) ____ Form A Listening CD (1 per examiner) ____ Tan Scoring Services envelopes (1 per examiner) ____ Examiner ID Sheets (1 per examiner)

Grades 1-2				
Grades	**# of LEP1 Beginner students**	**# of all other LEP students**	**Total students**	**Materials to be distributed**
1-2				____ B1 Test Form (1 per LEP1 Beginner student + 1 extra for demo) ____ B2 Test Form (1 per other LEP student + 1 extra for demo) ____ Form B Examiner Manuals (1 per examiner) ____ Form B Speaking Prompt Booklet (1 per examiner) ____ Form B1 Listening CD (1 per examiner) ____ Form B2 Listening CD (1 per examiner) ____ White Scoring Services envelopes (1 per examiner) ____ Examiner ID Sheets (1 per examiner)

Grades 3-5				
Grades	**# of LEP1 Beginner students**	**# of all other LEP students**	**Total students**	**Materials to be distributed**
3-5				____ C1 Test Form (1 per LEP1 Beginner student + 1 extra for demo) ____ C2 Test Form (1 per other LEP student + 1 extra for demo) ____ C1 Answer Document (1 per LEP1 Beginner student + 1 extra for demo) ____ C2 Answer Document (1 per student + 1 extra for demo) ____ Form C Examiner Manual (1 per examiner) ____ Form C1 Listening CD (1 per examiner) ____ Form C2 Listening CD (1 per examiner) ____ Tan Scoring Services Envelopes (1 per examiner or per 30 students) ____ Examiner ID Sheets (1 per examiner)

Distribution Tables for MontCAS ELP Materials

Grades 6-8				
Grades	# of LEP1 Beginner students	# of all other LEP students	Total students	Materials to be distributed
6-8				_____ D1 Test Form (1 per LEP1 Beginner student + 1 extra for demo) _____ D2 Test Form (1 per other LEP student + 1 extra for demo) _____ D1 Answer Document (1 per LEP1 Beginner student + 1 extra for demo) _____ D2 Answer Document (1 per student + 1 extra for demo) _____ Form D Examiner Manual (1 per examiner) _____ Form D1 Listening CD (1 per examiner) _____ Form D2 Listening CD (1 per examiner) _____ Tan Scoring Services Envelopes (1 per examiner or per 20 students) _____ Examiner ID Sheets (1 per examiner)

Grades 9-12				
Grades	# of LEP1 Beginner students	# of all other LEP students	Total students	Materials to be distributed
9-12				_____ E1 Test Form (1 per LEP1 Beginner student + 1 extra for demo) _____ E2 Test Form (1 per other LEP student + 1 extra for demo) _____ E1 Answer Document (1 per LEP1 Beginner student + 1 extra for demo) _____ E2 Answer Document (1 per student + 1 extra for demo) _____ Form E Examiner Manual (1 per examiner) _____ Form E1 Listening CD (1 per examiner) _____ Form E2 Listening CD (1 per examiner) _____ Tan Scoring Services Envelopes (1 per examiner or per 20 students) _____ Examiner ID Sheets (1 per examiner)

Training Examiners

It is the Test Coordinator's responsibility to make sure all examiners are adequately trained before administering the MontCAS ELP. The following is a suggested training plan.

<u>Before training session</u>, ask examiners to:

- **Read the Examiner Manual for the grade span(s) they will be testing.**
  Examiners should take notes and bring any questions they have to the training session.

<u>Conduct group training session</u>:

- **Show the Training Presentation to the group.**

- **Go over the Examiner Checklist.**
  This Checklist is found at the end of the General Instructions section in all Examiner Manuals. Make sure examiners understand all of the steps, and answer any questions they may have. Point out that because the answer documents for grades 1 and 2 are the scannable test booklets they should use the white Scoring Services Envelopes provided to return these booklets.

- **Emphasize the need for test security.**
  - Explain that examiners are responsible for keeping all test materials secure before, during, and after testing, until the materials are returned to the Test Coordinator.
  - Emphasize that this includes the Examiner Manual, which contains actual test questions.
  - Point out that all test materials are security coded and must be accounted for at the end of the testing period.

- **Practice scoring some Speaking items.**

- **Instruct examiners to print students' full first and last names on student answer documents.** The School Test Coordinator will affix student barcode labels later. Explain that most students will be taking the regular form (Form 2) and that only LEP1 Beginner students will take the easy form (Form 1).

<u>After training session</u>:

- **Tell examiners that they should be sure to listen to the Listening CD(s) they will be using, and check the sound quality of their CD player.**
  Make sure students in the back of the testing room will be able to hear clearly.

Student Demographic Data

Student Barcode Labels and Student Demographic Data

Student demographic data will need to be filled in and bubbled on answer documents <u>only for students for whom barcode labels are not available.</u> The School Test Coordinator is responsible for matching up and affixing student barcode labels to an answer document or scannable test booklet in the space indicated after receiving completed answer documents and test booklets from examiners. Examiners are responsible for printing each student's last name, first name, and middle initial on the student's answer document or scannable test booklet before testing.

If there is no barcode label for an LEP student, the School Test Coordinator must complete (print and bubble in with a No. 2 pencil) the demographic information on the answer document.

Directions for Completing Student Demographic Data on Answer Documents

Field	Instructions
1. Student Name Grid	Print the student's Full last name, first name, and middle initial. Fill in the corresponding bubbles.
2. School Code	Print and bubble in the school code.
3. Date of Birth	Fill in the appropriate month, day, and year for the student's date of birth.
4. State ID Number	Print and bubble in the student's state identification number.
5. Grade	Bubble in the student's current grade. If in an ungraded program, use the grade corresponding to the student's age.
6. Gender	Bubble in the student's gender.
7. Standard Accommodations	Used for IEP/504 students only. Bubble in all codes that apply.

Student Barcode Errors and Voiding Student Barcode Labels.

School Test Coordinators are responsible for reviewing the student barcode labels to verify student information and for voiding barcode labels. Note that if a student name is misspelled on a barcode label, but all other student information is correct, the label should still be used on the student answer document. Also, if a student date of birth, Home Language, or Language of Impact is incorrect or blank, the label should still be used on the answer document. In these cases, request that the AIM coordinator correct information directly in the AIM system.

<u>Only void the barcode label if:</u>

- the school designation is incorrect
- student is no longer enrolled in the system
- student is no longer identified as LEP
- the grade is incorrect. (If the grade is incorrect, the student's information must then be bubbled in on the student answer document and the grade information updated in the AIM system.)

Packing & Shipping Instructions

To the System Test Coordinator:

Make sure you have...

❑ received answer documents and all test materials from each participating school in your system.

❑ completed your System ID Sheet.

To pack your materials for return to Questar Assessment, Inc...

❑ Use the box(es) in which the materials were originally packed if possible. If more than one box is used, number the boxes (1 of X, 2 of X, etc.).

❑ Place all Examiner Manuals, all Listening CDs, all unused ID Sheets, all unused answer documents, and all unused test booklets in the bottom of the box. Cover with goldenrod Return of Materials Divider Sheet.

❑ Next, place the used non-scannable test booklets on top of the unused materials.

❑ Put the stacks of Scoring envelopes and Voided Barcode Label Form(s) (with yellow School ID Sheet on top of each stack) on top of the test materials. If more than one box is used, pack the Scoring Services Envelopes in box #1.

❑ Place the System ID Sheet on top of the Scoring Services Envelopes in Box #1.

❑ If filler is needed, use scrunched up paper, not Styrofoam® (which can make the answer documents unscannable).

❑ Use the UPS return label(s) provided by Questar Assessment, Inc.
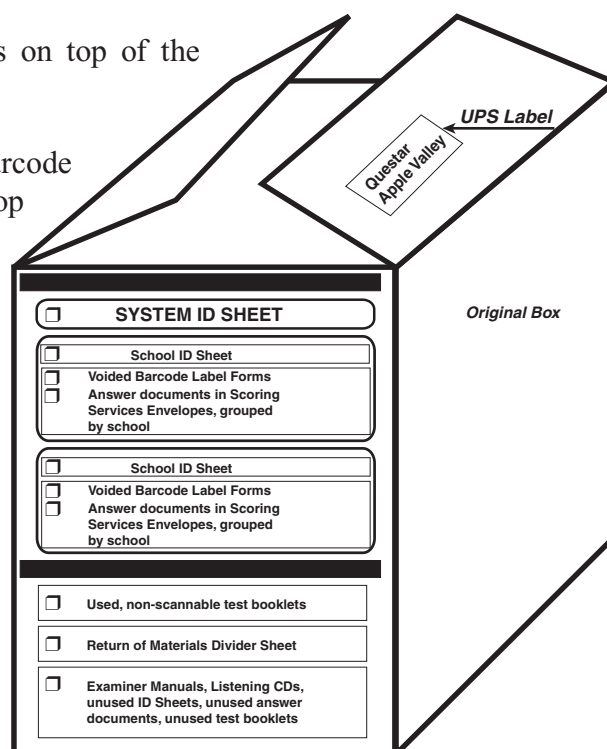
⊗ Please do not use staples, rubber bands, paper clips, or Styrofoam® to organize or pack the answer documents.

Appendix A: Test Accommodations

Guidelines for Standard and Nonstandard Test Accommodations

Standard accommodations are changes in the routine conditions under which students take a test that does not alter what is measured by the test. Standard accommodations for the MontCAS ELP:

- are available to students with IEP, or 504, ~~or LEP~~ plans.
- are available to all students <u>if the accommodation(s) has been part of the student's classroom routine three months prior to testing.</u>
- are determined on an individual basis, student by student, rather than for groups of students.
- can involve changes in timing and scheduling, setting, how the test is presented, how the student responds to the test questions, and how the student's answers are recorded.

Use the accommodation codes on the following pages to clarify accommodations and to code box 7 on the student answer document after testing. Coding #28 (standard accommodation) or #32 (nonstandard accommodation) for "Other" requires advance verification from OPI. Contact Judy Snow, State Assessment Director, in advance for verification. Contact information may be found on page 7 of this manual.

Only mark an Accommodation bubble on the answer document IF the accommodation was made for a student with special needs. Do not, for example, mark bubble #4 (individual administration) if a test was individually administered due to the fact that there was only one LEP student in the school taking this particular form, or due to the requirements of the test design (such as the individually administered Speaking test). Note that not all Accommodations are available for the MontCAS ELP assessment. Those not available or not relevant are crossed out in this guide and the corresponding bubbles are marked NA on the answer document.

Standard Accommodations

MARK ALL THAT APPLY:

Scheduling Accommodations

    Tests were administered
1. at a time of day or a day of the week based on student needs.
2. in appropriate blocks of time for individual student needs, followed by rest breaks.
3. with time extended beyond the regular test administration allotments until, in the administrator's judgment, the student could no longer sustain the activity.

Test Accommodations *(continued)*

Setting Accommodations

Tests were administered

4. individually (one-on-one).
5. in a small group.
6. in a carrel or other physical arrangement that reduces visual distractions.
7. in an alternative setting.
8. by other school personnel known to the student (e.g., LEP, Title I, Special Education).
9. at the student's home, by school personnel.
10. with the student seated in the front of the classroom.
11. with the teacher facing the student.

Equipment Accommodations

Tests were administered

12. with the student using magnifying equipment.
13. with the student wearing noise buffers.
14. using a template.
15. with the student using amplification equipment (e.g., a hearing aid or auditory trainer).
16. with the student using a typewriter or word processor (without activating spellchecker).
17. using voice-actuated technology.
18. ~~using a bilingual dictionary.~~

Recording Accommodations

19. The student's answers were dictated to the test administrator and recorded in the student response booklet by the test administrator.
20. The student marked or wrote answers with the assistance of a technology device or special equipment. The student's answers were transferred by the test administrator to the student response booklet.
21. Other assistive technology routinely used by the student that does not change the intent or content of the test was used.

Modality Accommodations

22. Tests were read to the student by the test administrator (with the exception of reading passages). Note: Readers must read test items/questions to the student word-for-word exactly as written. Reader may not clarify, elaborate, or provide assistance to the student regarding the meaning of words, intent of test questions, or responses to test items/questions.

Test Accommodations *(continued)*

23. Tests, including directions, were interpreted for a student who is deaf or hearing-impaired (with exception of interpreting the reading test).

24. ~~An administrator gave test directions with verification (by using a highlighter) that the student understood them.~~

25. ~~An administrator assisted students in understanding test directions including giving directions in native language.~~

26. Braille

27. Large Print

28. Other (with verification from OPI in advance of the testing window).

Nonstandard Accommodations (For Student with an IEP)

Nonstandard accommodations are changes in the way testing is presented or in the way a student responds to test questions that may alter what the test measures. Teams should exercise caution in considering whether a student requires a nonstandard accommodation. **Nonstandard accommodations are only available for a student with IEP/504 plans.**

- Scores of students taking a nonstandard accommodation will automatically be invalidated because the nonstandard accommodation will change what the test measures. Examiners will code the nonstandard accommodation in box 9 of the answer sheet.

The following is a <u>partial</u> listing, by example, of methods of administration that would be considered to be nonstandard.

MARK ALL THAT APPLY:

29. Reading aloud the reading test to a student or the student uses text-reader software. A student for which this type of nonstandard accommodation might be used would be a student with a learning disability in reading who, without the text being read, could not participate in this portion of the test.

30. ~~Student uses a calculator, number chart, arithmetic table, or manipulatives on no-calculator sections of the mathematics test. A student for which this type of nonstandard accommodation might be used would be a student with a learning disability in math who, without the use of a calculator, would not be able to perform any math calculations or functions.~~

31. ~~Tests were translated into native language for an LEP/ELL student. Translation is to be done by local personnel.~~

32. Other (with verification from OPI in advance of testing window).

System	Ss Code	School	Sc Code
Alberton K-12 Schools	687	Alberton High School	766
Arlee Public Schools	601	Arlee 7-8	1640
		Arlee Elementary	628
		Arlee High School	629
Auchard Creek Elementary	621	Auchard Creek School	671
Beaverhead Co High School	200	Beaverhead Co High School	23
Belgrade Public Schools	516	Belgrade High School	491
		Belgrade Intermediate	1812
		Belgrade Middle School	1575
		Heck/Quaw Elementary	490
		Ridge View Elementary	1833
Belt Public Schools	289	Belt 7-8	1678
		Pleasant Valley School	1664
Bigfork Public Schools	484	Bigfork School	442
Billings Public Schools	1007	Alkali Creek School	1597
		Arrowhead School	1585
		Beartooth School	1559
		Bench School	1272
		Big Sky Elementary	1638
		Billings Sr High School	1250
		Billings West High School	1251
		Bitterroot School	1471
		Boulder School	1307
		Broadwater School	1255

System	Ss Code	School	Sc Code
Billings *(Continued)*	1007	Burlington School	1256
		Castle Rock 7-8	1631
		Eagle Cliffs Elementary	1639
		Highland School	1260
		Lewis & Clark 7-8	1632
		McKinley School	1262
		Meadowlark School	1439
		Miles Avenue School	1263
		Newman School	1275
		Orchard School	1265
		Poly Drive School	1266
		Ponderosa School	1480
		Riverside 7-8	1645
		Rose Park School	1268
		Sandstone School	1584
		Skyview High School	1628
		Washington School	1270
		Will James 7-8	1646
Bonner Elementary	698	Bonner 7-8	1734
		Bonner School	794
Box Elder Public Schools	564	Box Elder 7-8	1710
		Box Elder High School	571
		Box Elder School	570
Bozeman Public Schools	501	Bozeman High School	473
		Chief Joseph Middle School	1463

System	Ss Code	School	Sc Code
Bozeman *(Continued)*	501	Emily Dickinson School	1813
		Hawthorne School	468
		Irving School	469
		Longfellow School	470
		Morning Star School	467
		Sacajawea Middle School	1822
		Whittier School	471
Broadview Public Schools	1017	Broadview School	1292
Brockton Public Schools	861	Barbara Gilligan 7-8	1759
		Barbara Gilligan School	1025
		Brockton High School	1026
Browning Public Schools	545	Babb School	537
		Big Sky School	1588
		Browning High School	543
		Browning Middle School	1613
		Glendale School	1594
		K W Bergan School	538
		Napi School	539
		Vina Chattin School	1485
Butte Public Schools	902	East Middle School	1641
		Kennedy School	1095
		West Elementary School	1642
Bynum Elementary	945	Bynum School	1153
Centerville Public Schools	282	Big Stone School	1654
Chester-Joplin-Inverness PS	1073	Riverview Elementary	1829

System	Ss Code	School	Sc Code
Chester-Joplin *(Continued)*	1073	Sage Creek Elementary	1830
Chinook Public Schools	221	Hartland Elementary School	1828
Columbia Falls Pub Schools	467	Columbia Falls 7-8	419
		Columbia Falls High School	425
		Ruder Elementary	1571
Corvallis K-12 Schools	822	Edna Thomas School	963
		Quentin Brown Primary K-4	1557
Cut Bank Public Schools	546	Cut Bank 7-8	544
		Cut Bank Elementary	545
		Cut Bank High School	547
		Glacier Elementary School	1810
		Hidden Lake Elementary	1826
Dillon Elementary	199	Dillon Middle School	8
		Parkview School	1525
Dixon Elementary	879	Dixon 7-8	1824
		Dixon Elementary	1052
Dutton/Brady K-12 Schools	1072	Dutton/Brady Elementary	1156
East Helena Elementary	615	East Valley Middle School	1720
Florence-Carl-ton K-12 Schls	829	Florence-Carlton 7-8	1606
		Florence-Carlton El School	976
Frenchtown K-12 Schools	706	Frenchtown 7-8	1741
		Frenchtown School	802

System	Ss Code	School	Sc Code
Frontier Elementary	856	Frontier 7-8	1757
		Frontier School	1411
Geyser Public Schools	600	Geyser 7-8	1718
		Geyser High School	627
		Geyser School	626
		Surprise Creek School	1617
Gildford Colony Elementary	1049	Gildford Colony School	1578
Golden Ridge Elementary	949	Golden Ridge School	1160
Grant Elementary	197	Grant School	4
Great Falls Public Schools	278	C M Russell High School	1464
		Chief Joseph School	1408
		East Middle School	1633
		Great Falls High School	134
		Lewis & Clark School	141
		Lincoln School	142
		Longfellow School	143
		Loy School	1405
		Meadow Lark School	146
		Morningside School	147
		Mountain View School	1530
		North Middle School	1634
		Riverview School	148
		Roosevelt School	149
		Sacajawea School	1419

System	Ss Code	School	Sc Code
Great Falls (Continued)		Sunnyside School	151
		Valley View School	152
		West Elementary	1624
		Whittier School	154
Greenfield Elementary	953	Greenfield School	1165
Hamilton K-12 Schools	824	Grantsdale School	970
		Washington School	969
Hardin Public Schools	216	Crow Agency School	33
		Fort Smith School	1315
		Hardin High School	37
		Hardin Intermediate	32
		Hardin Middle School	36
		Hardin Primary	31
Harlem Public Schools	222	Harlem 7-8	1643
		Harlem Elementary School	48
		Harlem High School	49
Harlowton Public Schools	990	Harlowton High School	1230
		Hillcrest School	1228
Havre Public Schools	565	Sunnyside School	572
Hays-Lodge Pole K-12 Schools	235	Hays-Lodge Pole 7-8	1659
		Hays-Lodge Pole High School	1551
		Lodge Pole School	72
Heart Butte K-12 Schools	767	Heart Butte 7-8	1748

System	Ss Code	School	Sc Code	System	Ss Code	School	Sc Code
Heart Butte *(Continued)*	767	Heart Butte Elementary	886	Lame Deer *(Continued)*	867	Lame Deer School	1035
		Heart Butte High School	1656	Laurel Public Schools	1011	Laurel High School	1284
Helena Public Schools	611	C R Anderson Middle School	1615			Laurel Middle School	1620
		Capital High School	1547			West School	1282
		Four Georgians School	1582	Lewistown Public Schools	420	Garfield School	357
		Helena High School	661			Highland Park School	355
		Helena Middle School	1614			Lewis & Clark School	356
		Smith School	1477			Lewistown 7-8	1410
Hellgate Elementary	694	Hellgate Middle School	1801	Libby K-12 Schools	640	Libby Elementary School	1526
		Lower Grade Hellgate	1573			Libby Middle School	704
Huntley Project K-12 Schools	1020	Huntley Project Elem K-6	1296	Liberty Elementary	1066	Liberty Elementary School	1648
		Huntley Project High School	1298	Lockwood Elementary	1008	Lockwood Middle School	1647
Kalispell Public Schools	466	Cornelius Hedges School	415	Lodge Grass Public Schools	218	Lodge Grass 7-8	1669
		Edgerton School	412			Lodge Grass High School	40
		Elrod School	414			Lodge Grass School	39
		Flathead High School	462	Lolo Elementary	696	Lolo Elementary	792
		Glacier High School	1835	Malta K-12 Schools	757	Loring Colony School	1605
		Kalispell Jr High School 8th	1509			Malta 7-8	1505
		Lillian Peterson School	416			Malta High School	875
		Russell School	413			Malta K-6	1504
Kila Elementary	477	Kila School	435	Manhattan Public Schools	499	Manhattan 7-8	1699
Knees Elementary	331	Knees School	223			Manhattan Elementary	464
Lame Deer Public Schools	867	Lame Deer 7-8	1626			Manhattan High School	465
		Lame Deer High School	1816				

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System	Ss Code	School	Sc Code
Miami Elementary	778	Miami School	904
Missoula Co Public Schools	692	Big Sky High School	1592
		Chief Charlo School	1819
		Cold Springs School	1443
		Franklin School	773
		Hawthorne School	787
		Hellgate High School	1432
		Lewis & Clark School	774
		Lowell School	775
		Meadow Hill Middle School	1491
		Paxson School	776
		Porter Middle School	1486
		Rattlesnake Elementary School	785
		Russell School	778
		Seeley-Swan High School	1434
		Sentinel High School	1433
		Washington Middle School	779
Mont Sch for Deaf & Blind	9089	MT Sch For Deaf & Blnd El	9368
North Cheyenne Trib Schools	9001	North Cheyenne Tribal 7-8	9946
		Northern Cheyenne Tribe Elementary	9369
		Northern Cheyenne Tribe High School	9370
North Harlem Colony Elem	1048	North Harlem Elementary	1565
Olney-Bissell Elementary	494	Bissell 7-8	1698

System	Ss Code	School	Sc Code
Olney-Bissell *(Continued)*	494	Bissell School	457
Ophir Elementary	521	Ophir 7-8	1817
		Ophir Elementary School	497
Pendroy Elementary	951	Pendroy School	1163
Plains Public Schools	874	Plains Elementary School	1045
Polson Public Schools	603	Cherry Valley School	632
		Linderman School	1495
		Polson 5-6 School	1806
Poplar Public Schools	857	Poplar 5-6 School	1014
		Poplar 7-8	1550
		Poplar High School	1016
		Poplar School	1015
Pryor Public Schools	214	Plenty Coups High School	1553
		Pryor 7-8	1668
		Pryor Elem School	27
Rapelje Public Schools	917	Rapelje School	1122
Red Lodge Public Schools	244	Roosevelt School	1541
Reichle Elementary	208	Reichle School	18
Rocky Boy Public Schools	1043	Rocky Boy 7-8	1711
		Rocky Boy High School	1807
		Rocky Boy School	579
Ronan Public Schools	1037	K William Harvey Elem	639
		Ronan Middle School	1519

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System	Ss Code	School	Sc Code
Ryegate K-12 Schools	549	Ryegate School	550
Sheridan Public Schools	654	Sheridan Elementary Schl	721
Sidney Public Schools	831	Sidney Elementary	979
		Sidney Middle School	1619
St Ignatius K-12 Schools	605	St Ignatius Elementary School	642
		St Ignatius High School	643
		St Ignatius Middle School	1719
St Labre Schools	9040	St Labre High School	9059
Stevensville Public Schools	823	Stevensville High School	966
Sun River Valley Public Schools	1067	Cascade Colony School	1657
Sunburst K-12 Schools	955	Hillside Colony School	1809
		Rimrock Colony School	1815
Target Range Elementary	701	Target Range School	797
Troy Public Schools	639	Troy 7-8	1663
		W F Morrison School	696
Twin Bridges K-12 Schools	655	Twin Bridges School	723
Two Eagle River Schools	9068	Two Eagle River High School	9405
Ulm Elementary	305	Fair Haven Colony	1655
West Valley Elementary	1027	West Valley Middle School	1692
		West Valley School	1305
West Yellowstone K-12 Schools	520	West Yellowstone School	495

System	Ss Code	School	Sc Code
White Sul Spgs Pub Schools	681	White Sulphur Springs 7-8	1729
		White Sulphur Springs Elementary	758
Whitefish Public Schools	487	L A Muldown School	1500
		Whitefish Middle 5-6	1501
Wolf Point Public Schools	860	Northside School	1022
		Southside School	1020
		Wolf Point 7-8	1532
		Wolf Point High School	1023
Wyola Elementary	219	Wyola 7-8	1583
		Wyola School	41

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